

THE
UNIVERSITY
OF RHODE ISLAND

DIVISION OF
ADMINISTRATION
AND FINANCE

THINK BIG  WE DO™

PURCHASING DEPARTMENT

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DATE: 3/11/14

ADDENDUM # 2

BID NO. : 2454
OPENING: 3/17/14 3:00 PM
COMMODITY: Printing Postcards and Posters

Please be advised that the paper for the semester schedules shown on the original specification sheet is incorrect.

The correct paper is 100 lb. white uncoated text, not #70 smooth cream opaque.

Revised specifications are attached.



Karol Chadwick

Assistant University Purchasing Agent

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The University of Rhode Island is an equal opportunity employer committed to the principles of affirmative action.

**BLANKET ORDER SPECIFICATIONS FOR
2014-2016 ARTS & CULTURE PRINTING**

Approximately 12 sets of postcards and posters per year to be produced separately each month from August 2014 to June 2016:

POSTCARDS: 1,500 copies, 5"x 7", **4-color process, museum quality**, two sides, full bleeds.

POSTERS: 50 copies, 11" x 17", **4-color process, museum quality**, one side, full bleeds.

Price quotes on extra postcards and/or posters (if required).

Additionally Per Year:

SEMESTER SCHEDULES: 2 schedules, 8½" x 14", black ink, printed, two sides, 2 fold, 3,000 copies each run.

Specifications common to both:

Mechanicals: Complete page layout files in *InDesign* and *Photoshop* to be provided electronically or on CD if needed. Post cards provided four up.

Paper: Postcards: 12 PT. Gloss cover
Posters: 12 PT. Gloss cover
Semester schedules: 100 lb white uncoated text

Ink: **Full color printing.**
Printing on semester schedule.

Graphics: All text and graphics to be provided live in files.

Proofs: Vendor is responsible for all delivery/overnight shipping charges including delivery of files, proofs and final copies. It is anticipated that files will need to be sent back and forth before final is approved. These changes may include adjusting scans, color corrections, photo positioning, minor text changes, etc. Full color proofs are required. In person pick up and delivery by vendor is preferred **throughout production of job to insure timeliness of projects.**

Delivery of goods and services as requested. Payments will be authorized upon submission of invoices. Request for payment shall be submitted not more often than once per month throughout the duration of the agreement. Payment shall not be due prior to thirty (30) working days following the latest of completion, acceptance, or the rendering of a properly submitted invoice. Any unused balance at the end of the blanket period is automatically cancelled.

Final Product (and billing) is to be sent to the following address:

URI Feinstein Providence Campus
80 Washington Street
Providence, RI 02903
Attention: Zena Fernandes Rm. 206.

Must be museum quality printing and proof must be submitted.

Delivery expected one week from time files are provided.

Return CD with job, if provided.

Prefer vendor not more than 10 miles from of URI Providence Campus.

Questions should be directed to Steven Pennell (277- 5206) or Joanne DiBello (277- 5174).